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File No. Misc. D. | 53
Pt II
(Three)

Legal Dept.

D. **BRANCH**

Subject:— Miscellaneous Correspondence

dealt with in D Branch.

File No. Misc D 153 Pt III (Three)

Gen. 194 e.

180-D

Copy of letter No.C.40-44/50, dated the 29th July 1953, from the office of the Director General of Posts and Telegraphs, Indian Posts and Telegraphs Department, New Delhi :—

Subject:- Packing of official parcels for despatch by post.

"I am directed to say that it has been brought to notice that official parcels received in sorting in the Railway Mail Service are packed either in envelopes or in flimsy papers which in most cases get damaged in course of transmission. Attention of all concerned may kindly be invited to clause 81 of the Posts and Telegraphs Guide, June 1952 edition, and the instructions contained in the Postal Notice No. 52 dated the 17th January 1951 on the subject of packing of parcels for despatch by post, wherein it has been enjoined that a parcel must be packed and enclosed in a reasonably strong case, wrapper or cover, fastened in a manner calculated to preserve the contents from loss or damage in transmission and to prevent any tempering.

"2. It is, therefore, requested that instructions may kindly be issued to all concerned to ensure that official parcels posted for transmission through the post are properly and securly packed to eliminate the danger of the contents falling out or being abstracted. As parcels are subjected to much greater wear and tear than letters on account of their being bulky and due to their method of carriage it is recommended that they should be packed either in stout cloth lined coverex or in cloth covers.

No.MIS.1153/40660-B,

POLITICAL AND SERVICES DEPARTMENT:
Bombay Castle 3rd September 1953.

Forwarded for information and guidance to:-

Sd/B.K.PHADKAR,
Assistant Secretary to the Government of Bombay,
Political and Services Department.

"KN.10/7/

Copy of letter No.WF-2/8/160/63, dated 22nd October 1953 from the Superintendent of Post Offices, Bombay City, West Division Bombay.

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Subject:- Booking of High Priority Telegrams at the Secretariat Post Office (Bombay).

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High Priority telegrams classed IMMEDIATE or MOST IMMEDIATE are frequently booked by the departments of the Secretariat, at the counter of the Bombay Secretariat Sub-Office. The clearance of telegrams from the Secretariat Post Office to Bombay C.T.O. is arranged through a bicycle rider at intervals of 20 to 30 minutes.

As the above procedure involves an unavoidable delay of about 20 to 30 minutes in by-hand transmission between the Secretariat Sub-Office and the Bombay C.T.O. where wire transmission begins, I would suggest that High Priority telegrams may be caused to be presented at the Bombay C.T.O. itself for booking, to avoid delay.

I any request you, therefore, to kindly suggest the above course, to the different departments of the Secretariat.

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No.P.T.O.-1053/59395-P.

Political and Services Department.
Bombay Castle, 18th November, 1953.

EKN.10/7/

Receipt Cards for publicati..
by the Government Book Depot.

GOVERNMENT OF BOMBAY.

Development Department.

Circular No.PSt.1253-E.

Bombay-1, 1st October 1953.

CIRCULAR OF GOVERNMENT.

Whenever publications are supplied by the Government Book Depot, an Advice Note, giving details of the publications supplied and a Receipt Card are forwarded by it to the indenting officer along with the publications. The Advice Note is to be retained by the indenting officer and the Receipt Card is to be signed and returned to the Government Book Depot. It is noticed, however that the receipt cards are often initialled in pencil by the receiving clerk making it difficult to locate the receiving authority in cases in which the publications are subsequently found to have been misdelivered. It is, therefore, requested that the receiving clerks should be instructed to sign in full and in ink the receipt cards received from the Government Book Depot.

By order and in the name of the Governor of Bombay.

I.B.PATEL,
Assitant Secretary to Government.

EKN.10/7/

Office files.

Proper acknowledgement of receipt of — while under submission to Ministers and Deputy Ministers.

GOVERNMENT OF BOMBAY,
Political and Services Department,
Circular No.ROB/1053-B,
Bombay Castle, 12th November, 1953.

C I R C U L A R.

Recently some instances have been brought to the notice of this Department wherein files which were under submission to Ministers of other Departments have been found missing. Although proper receipts are obtained, in respect of the files sent to the Minisers by the Secretariat Departments concerned, it appears that no receipt is usually obtained by the Personal Assistants to Ministers when the case is passed on from the office of one Minister to that of another. Consequently when a case is submitted by a Secretariat Department to more than one Minister and is unfortunately lost in transit of is not possible to locate where exactly the file is lost. The Secretariat files are very valuable documents of Government and it is very necessary that under no circumstances they should fall in the hands of unauthorised persons. Care should be taken at every stage to see that proper acknowledgement is obtained for the files sent from one office to another. All departments of the Secretariat, particularly the personal Assistants to Ministers and Deputy Ministers are therefore requested to give proper receipt for the files received in their offices and likewise insist on the files received in their offices and likewise insist on proper acknowledgement in respect of the files sent by them to other offices or Department.

By order and in the name of the Governor of Bombay,

B.K.PHADKAR

Assistant Secretary to the Government of Bombay,
Political and Services Dept.,

To

All Personal Assistants to Ministers,
All Personal Assistants to Deputy Ministers,
All Departments of the Secretariat.

KKN.10/7/

Copy of letter No.C-28-8/53, dated 23rd October 1953 from the Director General Posts and Telegraphs Department, New Delhi.

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Subject:- Service postage stamps - use of small denomination stamps where stamps of higher denomination could be used.

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It has been brought to notice that in many Government Offices official postal articles on which the amount of postage payable is heavy, are prepaid by means of a large number of service postage stamps of small denominations. This practice causes inconvenience to this Department as much time is taken up in defacing all the stamps Besides, it also entails waste of Government money in the shape of stationery and printing charges involved in printing the stamps. To obviate these difficulties it will be appreciated if it is impressed on all Heads of Departments and offices in your State that they should keep an adequate stock of service postage stamps of large denominations which can be used on postal articles on which heavy postage is to be prepaid.

Spare copies of this letter are available and will be supplied to you on your intimating your requirements.

EXN.10/7/

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